

Year-End Reporting

Add/Edit Staffing

1. On **Home** page, click on **Manage Sites and Centers**
2. Under **Location Name**, to right of Center Name, click on **Edit Center**
3. On top of the **CENTER INFORMATION** page, click on **Add – Edit Staffing**
4. On **STAFFING INFORMATION** page, enter number of staff members next to each **Type of Staff Member** for both **School Year** and **Summer Program**.
(Enter the number of **Paid** staff and the number of **Volunteer** staff for each type)
5. Enter **Paid/Volunteer** staffing for **Summer/School Year**
6. Enter **Number of Paid Staff who are not paid by 21st CCLC Grant funds:**
7. Enter **the number of paid staff that regularly staffed the center during the reporting period who left the program and were replaced during the reporting period with a new staff person:**
8. Optional: Add comments relating to staff at the center
9. Click **Update**

Objectives

(At year-end, the current year's objectives must be closed out and the new upcoming year's objectives must be written)

Adding an Objective

1. On Home page, click on **Manage Sites and Centers** icon
2. Under **Site Name**, click on the **Edit Site**
3. Under **ADD SITE INFORMATION**, click on **Add/Edit Objectives**
4. Fill in all fields with a text boxes next to each heading
5. **Objective:**
 - a. Each yearly objective should reflect the Goals, Strategies and Action Steps written in the OPI e-grant application
 - b. Must be specific to the current year and measureable through:
 - i. A Select Primary Evaluation strategy
 - ii. A Standardized Test
 - iii. A Pre/Post Measure
 - iv. Survey
6. **GPRA Domain** (Government Performance and Reporting Act of 1993)
 - a. What is the purpose of this Objective?
 - b. Hold down the Control-key to select multiple domains
7. **Status:**
 - a. Next to Status, click on drop-down arrow and select the best description.
8. **Category:**
 - a. Click on the drop-down arrow and select the best category
9. **Activities:**
 - a. Hold down the Control-key to select multiple activities
10. **Timeline for Activities:**
 - a. How often will you provide activities that will address this objective?
11. **Personnel Required:**
 - a. Hold down the Control-key to select multiple personnel
12. **Primary Evaluation Strategy:**
 - a. Which strategy will be used to determine if the objective was met?
13. When you have completed all required fields, click **Add Objective**

Year-end Close of Objectives:

1. On Home page, click on **Manage Sites and Centers** icon
2. Under **Site Name**, click on the **Edit Site**
3. Under **ADD SITE INFORMATION**, click on **Add/Edit Objectives**
4. **Scroll down to objectives at bottom of the page**
5. **For each objective, click Edit**
6. Update **Status** if necessary
7. In text box next to **Comments:**, answer the questions below
 - a. Met the Objective? How? What made it successful? How has this objective benefited the program in its path to fulfilling its goals?
 - b. Did not meet the Objective? Why? What were the barriers? What could the program do to help meet the objective in the following year? Will the objective be kept?

Roll-Over Partners

(Roll-over any current year partners that will be utilized in the next program year)



1. On the **Home** page, click on the **Manage Sites and Centers** icon
2. To the right of the Site Name, click on **Edit Site**
3. On the top of the page, in the middle, click on **Add-Edit Partners**
4. Scroll to bottom of page, and click inside each text box in front of partners that will be utilized in the next program year
5. Once all returning Partners are checked, click on **Roll Partner(s) into next Program year**

Review Questions

(**Note:** Consortiums must have responses to the questions from each center. Only Site Directors have access to questions in the database).

1. On the **Home** page, click on **Manage Sites and Centers** icon
2. Under **Site Name**, click on **Edit Site**
3. On the top right-hand side of the page, click on **Review Questions**
4. Select the **Program Year**
5. Click **Create New** radio button
6. Click **Go**
7. Next to **Session:** click on drop-down arrow and select **End Year**
8. Click in the text field under each question and type or paste in the narrative.
(**NOTE:** Compose and **save** the narratives in **MS Word**, then copy/paste them into the text fields in Creating Change.)
9. Use the tools immediately above the **text box** to **paste**.
10. Once all narratives have been entered, click **Add Question** at the bottom of the page
11. **NOTE:** If there is not enough time to complete all questions in a session, click **Add Question** to save.
 - a. Upon returning to complete/edit questions, follow instructions 1-4
 - b. Click **Completed/In Progress**
 - c. Click **Go**
 - d. Click **Edit** to the right of **Mid Year**
 - e. Continue with instructions 8-10

Social Data Reporting

1. On **Navigation** tab, scroll to and click on **Social Data**
2. On **SOCIAL DATA INFORMATION PAGE**, enter:
 - a. Site:
 - b. Center:
 - c. Current Program Year:
 - d. Click on:
 1. **List Students**
 - a. Click on **Grade** in blue header to sort participants by grade
 - b. Above table, click on **Student list for print(PDF)**
 - c. print 2 copies of this list and close PDF window
 2. On top left hand side of page, click **Back**
 3. Next, click on **Social Data Collection Sheet**   icon
 - a. Click on either Word document or PDF to open
 - b. print 2 copies of this document (also see copy of document on p 7)

NOTE: The form asks for the NUMBER OF STUDENTS committing offenses or having discipline referrals; not the number of offenses or referrals committed.

3. Present a set of copies (Social Data Collection Sheet and Student list) to:
 - a. The School Resource Officer (SRO), or whoever collects the behavioral and/or substance abuse offenses data at your school
 - i. Instruct them to fill in the information at the top of the Social Data Collection Sheet that refers to **Behavioral and Substance Abuse offenses**.
 - ii. Instruct them to enter numbers for both **School Related Data** and **21st CCLC Related Data**
 - iii. Instruct them to count the number of 21st CCLC students from the Student list attached.

- b. The person who records discipline referrals at your school (usually the principal)
 - i. Instruct them to fill in the information at the bottom of the Social Data Collection Sheet that specifies **Discipline Referrals**.
 - ii. Instruct them to count the number of 21st CCLC students from the Student list attached.
4. To enter information collected:
 - a. On **Navigation** tab, scroll to and click on **Social Data**
 - b. On **SOCIAL DATA INFORMATION PAGE**, enter:
 - i. Site:
 - ii. Center:
 - iii. Current Program Year:
 - c. Click on **Open Form**
 - d. Enter "**Number of students in school(s) and grade levels associated to *Your Center***" (The schools and grade levels served at this center are listed at the top of the page. The total school(s) population(s) for each grade served needs to be added together and entered here.
 - e. Enter the data from the **Montana 21st CCLC Social Data Collection** sheet in to the appropriate text boxes

(NOTE: please use the following calculation, using the figures reported on the data collection sheet, to enter the correct number of Non 21st Students in each section):

$$\begin{array}{r}
 \text{School Related Data number of students entered} \\
 \text{Minus} \\
 \text{21st CCLC Related Data number of students entered} \\
 \text{Equals} \\
 \text{Number of Non 21st Students}
 \end{array}$$

For example: If (under school related data), the number of students committing behavioral offenses (disruptive behavior, offenses against property, offenses against persons, fighting, weapons, felonies, etc.) during the year: 5, and

(under 21st CCLC data), From the attached list of 21st CCLC students, enter the number of students committing behavioral offenses (fighting, assault, battery, harassment, vandalism, theft, etc.) during the year: ____2____,

Then, $5-2=3$ **Non 21st Students with Behavior Related Offenses**

- f. Once all text boxes are completed, click **Update**
5. To view a report:
- a. On **Navigation** tab, scroll to and click on **Social Data**
 - b. On **SOCIAL DATA INFORMATION PAGE**, enter:
 - i. Site:
 - ii. Center:
 - iii. Current Program Year:
 - c. Click on **Go to Reports**

Montana 21st CCLC
Social Data Collection

The data collected below will be entered into the 21st Century Community Learning Centers (CCLC) Management System providing an enhanced understanding of the social impact of the after-school programs sponsored by the 21st CCLC. Please report the number of students committing behavioral and substance abuse offenses and having discipline referrals. In addition, please review the attached list of 21st Century students and enter the number of participants committing behavioral and substance abuse offenses and having discipline referrals. Please note the definitions for all three categories below.

Year:
School:

Report the number of students with behavioral and/or substance abuse offenses which are documented in the School Discipline Codes/Expulsion Suspension Report. See page two.

School Related Data (for all students enrolled in a school):

Number of students committing **behavioral offenses** (disruptive behavior, offenses against property, offenses against persons, fighting, weapons, felonies, etc.) during the year: _____ **(These are the same offenses used in the School Discipline Codes/Expulsion Suspension Report. See page two.)**

Number of students committing **substance abuse offenses** (drugs, alcohol, and tobacco) during the year: _____ **(These are the same offenses used in the School Discipline Codes/Expulsion Suspension Report. See page two.)**

21st CCLC Related Data (for those enrolled in an afterschool program)

From the attached list of 21st CCLC students, enter the number of students committing **behavioral offenses** (fighting, assault, battery, harassment, vandalism, theft, etc.) during the year: _____ **(These are the same offenses used in the School Discipline Codes/Expulsion Suspension Report. See page two.)**

From the attached list of 21st CCLC students, enter the number students committing **substance abuse offenses** (drugs, alcohol, and tobacco) during the year: _____ **(These are the same offenses used in the School Discipline Codes/Expulsion Suspension Report. See page two.)**

Discipline Referrals occur during the school day or during an afterschool program in which a principal, teacher, or other school personnel has handled the event. Do **Not** double count. If a student commits an offense, which is counted in the report above, do **NOT** report the student below for that offense.

Number of all students receiving discipline referrals during the year: _____

Number of 21st CCLC students receiving discipline referrals during the year: _____

We appreciate your assistance. Thank you.

Please return to _____ by _____

Progress Monitor Directions

The Progress Monitor is only used to cross-check that the correct current-year School Day teacher is attached to the correct current-year student, and the current year lunch type is entered correctly. Enter all attendance for the current year, then:

1. Click **Progress Monitor** on the **Navigation Bar**
2. Next to **Program Year**: click on drop-down arrow and choose **correct year**
3. Next to **Location**, click on the drop-down arrow and select your **Center**
4. Next to **Number of days attended** > enter **30**
5. Click **Search**

On the PROGRESS MONITOR/GRADES GOAL page:

6. When the Student's **Progress Monitor** appears, confirm that the **School Day Teacher** is correct.
7. If the Day Teacher needs to be corrected, click directly on student's name
8. The **Student Information** page will appear.
9. Correct **School-Day Teacher Name**
10. Verify **School-Day Teacher Email**: (If needs correction, open School Day Teacher page – under Navigation tab, and edit teacher's information)
11. Click **Update**
12. Click **Back** button on top of page to go back to Progress Monitor page
13. Continue steps 8-13 as necessary for each student on the list

Teacher Survey

School Day Teacher-Adding/Editing

All School-Day Teachers must be added/edited to the system in order to launch a successful survey. **See New Program-Year Reporting, School Day Teachers-Adding and School Day Teachers-Editing** (pages 29-30)

Launch a Survey

1. Open Creating Change
2. Cross-check students attending **30+ days** have the **current year's School Day Teacher Name** entered on their **Student Page**
 - a. Follow Progress Monitor directions, page 43
3. When all 30+ students have been assigned a teacher, under **Administration** tab, click on **Launch Survey**
4. Click the **Distribute** button next to **Teacher Survey**
5. Choose the **Program Year**

If you have more than 40 students attending 30+ days, send out surveys by grade level, or no more than 40 at one time, to avoid overloading the school's email system.

6. Next to **Location**, choose the Center
7. Next to **Attendance Days>=** type in **30** (Those that appear have 30+ days)
8. Click **Go**
9. Click **Check/Uncheck All** to select all students (a check means the survey will be sent for that student)
10. In **Message body** text box, there is an existing message for teachers. You may add a specific message for the teachers of your regular students.
11. Click **Send Survey**

Check Survey Results

1. Click on **Administration**
2. Click on **Launch Survey**
3. On **Surveys** page, click on **Statistics**
4. Enter **Location**
5. Enter **Program Year**
6. Click **Search**
7. When list of students appears, Click on **View Result**

Close Courses

1. On Home page, click on View Courses
2. Enter Center
3. Click Reload
4. Under School Year Courses, on right-hand side of each row, click on red link, **Course End Data**
5. A small window will open. For each course:
 - a. Enter **Typical Number of Students per Day:**
 - b. Enter **Typical number of adult family members per day:** (these are family participants in activities, (i.e. Family literacy, parenting classes etc); not parents who volunteer for the program)
6. Click Add
7. Repeat instructions 4-6 for every School Year Course and Summer Course